



**THE NORTH HUDSON
SEWERAGE AUTHORITY**

**COUNTY OF HUDSON
STATE OF NEW JERSEY**

PROFESSIONAL SERVICES SOLICITATION

FAIR & OPEN PUBLIC SOLICITATION PROCESS

SUBMISSION DATE: JANUARY 23, 2012

PUBLIC NOTICE TO PROFESSIONAL ENTITIES

INFORMATION FOR PROFESSIONAL SERVICES ENTITIES

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
(EXHIBIT A)**

**BUSINESS REGISTRATION OF CONTRACTORS
WITH GOVERNMENTAL AGENCIES**

STANDARDIZED SUBMISSION REQUIREMENTS

CHECK LIST

SUBMISSION DOCUMENTS

NORTH HUDSON SEWERAGE AUTHORITY
PUBLIC NOTICE FOR THE SOLICITATION OF
PROFESSIONAL SERVICE CONTRACTS
FOR THE PERIOD OF FEBRUARY 1, 2012
THROUGH JANUARY 31, 2013

NOTICE IS HEREBY GIVEN that sealed submissions will be received by Belissa Vega, designated representative, for the North Hudson Sewerage Authority, County of Hudson, State of New Jersey on Monday, January 23, 2012, 11:00 A.M. prevailing time, in the first floor meeting room, North Hudson Sewerage Authority, 1600 Adams Street, Hoboken, New Jersey 07030.

Standardized submission requirements and selection criteria are on file and available at the North Hudson Sewerage Authority, 1600 Adams Street, Hoboken, NJ 07030.

Submission packages may be obtained on the North Hudson Sewerage Authority web site, <http://www.nhudsonsa.com>.

All professional service contractors are required to comply with the requirements of N.J.S.A. 52:32-44 (Business Registration of Public Contractors), N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. (Contract compliance and Equal Employment Opportunities in Public Contracts).

Submissions by Corporations and Partnerships shall include a completed Disclosure of Ownership form (N.J.S.A. 52:25-24.2) and shall include a completed Non-Collusion Affidavit.

The North Hudson Sewerage Authority reserves the right to reject any or all submissions due to any defects or waive informalities and accept any submissions that in their judgment will be in the best interest of the North Hudson Sewerage Authority. The North Hudson Sewerage Authority shall award the contract or reject all submissions no later than 60 days from receipt of the same.

By authorization of the North Hudson Sewerage Authority, Hudson County, New Jersey.

Belissa Vega

Dated: December 28, 2011

NORTH HUDSON SEWERAGE AUTHORITY

PROFESSIONAL SERVICES SOLICITED

1A.1 AUDITOR

The Auditor shall make the annual audit of the North Hudson Sewerage Authority financial records for the fiscal year ending January 31, 2011 and shall serve as the North Hudson Sewerage Authority Auditor for the fiscal year ending January 31, 2012 and perform the duties prescribed by law all in accordance with generally accepted auditing standards and the laws and regulations of the State of New Jersey regarding same. The Auditor shall perform such duties and render such services as may from time to time be requested by the Commissioners of the North Hudson Sewerage Authority, the chief Financial Officer or the Executive Director. The Auditor should have a minimum of five years government agency experience and possess appropriate professional licenses - RMA and CPA.

1A.2 ENGINEER

The North Hudson Sewerage Authority Engineer shall be a licensed New Jersey Professional Engineer and is responsible for the preparation and supervision of project plans for the North Hudson Sewerage Authority and the coordination with other professionals when such projects require specialized training and experience. The North Hudson Sewerage Authority Engineer works closely with the development of the North Hudson Sewerage Authority's capital plan, designs, reviews and approves North Hudson Sewerage Authority improvement plans. The North Hudson Sewerage Authority also interfaces with the United States Environmental Protection Agency, The New Jersey Department of Environmental Protection and such other agencies having jurisdiction over the North Hudson Sewerage Authority's operations. The North Hudson Sewerage Authority Engineer is also responsible for providing such reports as are required by various bond resolutions, financing agreements and applicable law.

The Engineer will perform studies, designs, and services during construction necessary to assist the OWNER maintain and improve the reliability and performance of the Owner's sewerage facilities, perform system planning, and achieve regulatory compliance.

The Engineer will perform the following activities as directed by the Owner:

General Conveyance Activities:

General contract services including project task set up, preparing monthly progress reports, giving Engineer's reports at the Owner's monthly open public meetings, preparing contract documents, updating the capital improvement program, responding to operator questions and project management.

Annual Report: Preparation of the annual report for the Owner that details the condition of the Owner's treatment plants and collection system and recommends improvements. These improvements are incorporated into the Owner's capital improvement plan.

Coordination with other Agencies: Coordination with other municipal, state, federal, and other

agencies or entities to provide support to the Owner as may be required to monitor and/or resolve issues, conflicts, and matters affecting the Owner's service area and wastewater treatment. Agencies or entities include but may not be limited to the New Jersey Department of Environmental Protection (NJDEP), U.S. Environmental Protection Agency, New Jersey Transit, the New Jersey Harbor Dischargers Group, private developers, and other engineering firms. Coordination includes providing communications and attending meetings as directed by the Owner in order to represent or gather information in the interest of the Owner on programs and issues as they relate to planning that may affect the operation of the Owner's collection systems and wastewater treatment facilities.

Permit Compliance: Assistance will be provided to the Owner in meeting its NJPDES permitting requirements for its collection system and wastewater treatment plants (WWTP). This includes monitoring the Owner's NJPDES permits and Administrative Consent Orders (ACO) and recommending actions to assure compliance. Engineer will submit quarterly progress reports to the NJDEP for River Road WWTP toxicity and quarterly CSO reports for the River Road and Adams Street WWTP collection systems. Engineer will assist the Owner with issues related to its Solids/Floatables ACO.

River Road WWTP General Plant: Provide general contract services related specifically to the River Road WWTP in West New York including response to operator questions, preparation of equipment specifications and periodic site visits.

Adams Street WWTP General Plant: Provide general contract services related specifically to the Adams Street WWTP in Hoboken including response to operator questions, preparation of equipment specifications and periodic site visits.

SRF Coordination: Engineer will work with the Owner to monitor and coordinate the Owner's capital needs with the New Jersey Environmental Infrastructure Trust (NJEIT). Engineer will assist the Owner in managing existing loans and aligning Capital Improvement Program schedules with future funding requests. Engineer will attend meetings with the NJDEP, NJEIT and the Owners's loan coordinator on an as-needed basis.

Additional projects may be included as part of General Conveyance Activities as directed by the Owner.

1A.3 BOND COUNSEL

The North Hudson Sewerage Authority Bond Counsel shall be an attorney at law of New Jersey. Bond Counsel performs and provides legal advice with regard to the following activities: the preparation of Bond Resolutions and the review of the adoption proceedings; the preparation and review of public finance resolutions, the preparation and issuance of Bond Anticipation, Special Emergency, and Revenue Anticipation Notes; and the preparation and issuance of General Obligation Bonds. In addition, Bond Counsel is responsible for the preparation and/or review of any Preliminary Official Statement and Official Statement of the North Hudson Sewerage Authority . Bond Counsel is also responsible for the preparation and/or review of any application to the Local Finance Board, and attendance at any related meetings of the Board.

1A.4 PUBLIC AFFAIRS AND GRANT SERVICES SPECIALIST

This Specialist shall represent the North Hudson Sewerage Authority before The United States Senate, The House of Representatives, various administrative agencies, including, but not limited to the: U.S. Department of Homeland Security; U.S. Department of Transportation; U.S. Army Corps of Engineers; U.S. Environmental Protection Agency; and if necessary the State of New Jersey. The Specialist must be properly registered and in compliance with applicable federal law. The Specialist will assist the North Hudson Sewerage Authority in identifying and securing potential grants and other federal funding sources and in representing the interests of the North Hudson Sewerage Authority with respect to federal law and regulation.

1A.5.A FINANCIAL ADVISOR

The Financial Advisor shall monitor the investment policies of the North Hudson Sewerage Authority, seeking to optimize the balance between cash and return, limited to legal investments, taking into account the Authority's cash needs. The Financial Advisor shall develop the Authority's rate structure, including connection fees and present the same at public hearings as required by law. The Financial Advisor shall assist the Authority in identifying and implementing innovative financial strategies to accurately and efficiently bill for Authority services in conformance with State and Federal Law. The Financial Advisor shall interface with Bond Counsel, underwriters, the Local Finance Board, rating agencies, insurers and the general public with respect to all Authority debt issues. In addition, the Financial Advisor shall work with the Authority Engineer on projecting Authority capital projects.

1A.5.B SPECIAL FINANCIAL ADVISOR

The Special Financial Advisor shall monitor the investment policies of the North Hudson Sewerage Authority, seeking to optimize the balance between cash and return, limited to legal investments, taking into account the Authority's cash needs. The focus of the Special Financial Advisor shall be to implement extraordinary financial transactions that will stabilize the Authority's rate structure. The Special Financial Advisor shall interface with the Financial Advisor, Bond Counsel, underwriters, the Local Finance Board, rating agencies, insurers and the general public with respect to these special projects.

1A.6 ACCOUNTANT

The North Hudson Sewerage Authority Accountant shall keep and maintain the financial books and records of the Authority in compliance with rules and regulations as established from the time to time by the New Jersey Department of Community Affairs. The Accountant shall monitor procurement, payroll and collections. The Authority Accountant shall also develop and monitor the Authority's operational and capital budgets, report as to same from time to time to the Authority Executive Director and Commissioners. The Authority Accountant shall participate in all Finance Committee meetings and shall work with the Auditor and Financial Advisors as required. The Accountant should have a minimum of five years experience with government agencies and possess appropriate professional licenses - RMA and CPA.

1A.7 ATTORNEY

The Attorney shall be an attorney at law of New Jersey. The Attorney shall represent the Authority in all judicial and administrative proceedings in which the Authority or any of its officers may be a party or have an interest. The Attorney shall give all legal counsel and advice, where required by the Executive Director, Commissioners or any member thereof and shall, in general, serve as the legal advisor to the Executive Director and Commissioners on all matters of Authority business. In furtherance of such general powers and duties, but without limitation thereof, the Attorney shall:

- 1) Draft and approve as to form and sufficiency all legal documents, contracts, deeds, and resolutions made, executed or adopted by or on behalf of the Authority.
- 2) with approval of the Commissioners, conduct appeals from orders, decisions or judgments affecting any interest of the Authority as the Attorney may in his/her discretion determine to be necessary or desirable, or as directed by the Commissioners.
- 3) Subject to the approval of the Commissioners, have the power to enter into any agreement, compromise or settlement of any litigation in which the Authority is involved.
- 4) Render opinions in writing upon any question of law submitted to the Attorney by the Executive Director, Commissioners or any member thereof with respect to their official powers and duties and shall perform such other duties as may be necessary to provide legal counsel to the Commissioners and Executive Director in the administration of Authority affairs.
- 5) Supervise and direct the work of such additional attorneys and technical professional assistants as the Commissioners may authorize for special or regular employment in or for the Authority.
- 6) Have such other different functions, powers and duties as may be provided by law, resolution or as directed.

NORTH HUDSON SEWERAGE AUTHORITY

INFORMATION FOR PROFESSIONAL SERVICES ENTITIES **(FAIR & OPEN PUBLIC SOLICITATION PROCESS)**

1B.1 RECEIPT AND OPENING OF SUBMISSIONS

1B.1.1 OWNER AND PROJECT

The North Hudson Sewerage Authority , Hudson County, New Jersey (hereinafter called the “OWNER”) invites submissions for the service(s) mentioned in the Public Notice for Solicitation.

1B.1.2 TIME AND PLACE OF SUBMISSION OPENINGS

The Executive Director and/or his designated representative will receive submissions at the time and place mentioned in the Public Notice for Solicitation, and at such time and place will be publicly opened and read aloud.

1B.1.3 SUBMISSIONS NOT IN COMPLIANCE

The OWNER may waive any informality or reject any and/or all submissions, in accordance with the *Fair and Open Public Solicitation Process for Professional Service(s)* as set forth in N.J.S.A. 19:44A-20.4 et seq.

1B1.4 WITHDRAWING SUBMISSIONS

Submissions forwarded to the Executive Director and/or his designated representative before the time of opening of submissions may be withdrawn upon written application of the professional services entity who shall be required to produce evidence showing that they are or they represent the principal or principals involved in the submission. Submission may not be withdrawn within twenty-four (24) hours of the stipulated time of opening of submissions. Once Submissions have been opened, they must remain firm for a period of sixty (60) days.

1B.2 QUALIFICATIONS OF PROFESSIONAL SERVICES ENTITIES

1.B.2.1 INDIVIDUALS PERFORMING TASKS

Name and roles of the individuals who will perform the tasks and descriptions of their education and experience similar to the services contained herein.

1.B.2.2 PAST PERFORMANCE

Documented past performance of same and/or similar service.

1.B.2.3 REFERENCES

References and record of success of same or similar service.

1B.2.4 DESCRIPTION OF ABILITIES

Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).

1B.2.5 COST DETAILS

If applicable, cost details including the hourly rates of each of the individuals who will be performing services, and all expenses.

1B.2.6 TECHNICAL PROCESS AND EQUIPMENT

Description of technical process and equipment used in performing the task(s).

1B.3 PREPARATION OF SUBMISSIONS

1B.3.1 COMPLETION OF SUBMISSIONS

Each submission must be provided on a Standardized Submission Form as supplied in the submission package, and signed by the professional services entity or principal thereof and shall contain the name, address, and telephone number of the professionals Services entity. All prices and amounts must be written in ink or preferably typewritten. Each signatory to the submission must initial all erasures or corrections. **Each submission shall be contained in a sealed envelope addressed to the North Hudson Sewerage Authority, 1600 Adams Street, Hoboken, New Jersey 07030, Attention Belissa Vega and shall specify the Appointment No. and Title for which the submission is provided. The submission is to be clearly marked “Sealed Submission Enclosed” and must be delivered at the place and time required or mailed so as to be received prior to the opening time set in the advertisement. Submissions received after the hour herein named or in unsealed envelopes shall not be considered.**

The Owner will not be responsible for submissions forwarded through the U.S. Mail or any delivery service if not in transit at any time before submission opening, or if hand-delivered to incorrect location.

The submission shall be accompanied by (1) a Non-Collusion Affidavit, (2) a Disclosure of Ownership Form, (3) an Insurance Requirement Acknowledgment Form, (4) a Mandatory Equal Employment Opportunity Notice Acknowledgment, (5) a copy of the applicable Business Registration Certificate, (6) a Professional Services Entity Information Form, (7) a Qualifications Submission, and (8) an Acknowledgment of Corrections, Additions and Deletions Form.

All forms listed above, (#1 through #8) shall be completed in their entirety.

1B.3.2 ERRORS IN SUBMISSIONS

If applicable, in the event there is a discrepancy between the unit prices and the extended totals, the unit prices shall govern or if between the correct sum of the extended totals and the total submission submitted, the correct sum shall govern. Amounts written in words shall govern over the amounts written in numerals.

1B.4 TIME FOR AWARD OF CONTRACT

The OWNER shall award the contract or reject all submissions within such time as may be specified in the invitation for submission, but in no case more than 60 days, except that the submissions of any professional services entities who consent thereto may, at the request of the OWNER, be held for consideration for such longer period as may be agreed.

The award of the Contract for this service will not be made unless the North Hudson Sewerage Authority Chief Financial Officer has certified the necessary funds in a lawful manner.

1B.5 MODIFICATIONS OF SUBMISSIONS

Any professional services entity may modify his submission by mail, courier or hand delivery at any time prior to the scheduled closing time for receipt of submissions. The OWNER, prior to the closing time, must receive such communication. The communication should not reveal the submission price but should provide the addition to or subtraction form or other modification so that the OWNER will not know the final price(s) or term(s) until the sealed submission is opened.

1B.6 REJECTION OF SUBMISSIONS

1B.6.1 MULTIPLE SUBMISSIONS NOT ALLOWED

More than one submission from an individual, a firm or partnership, a corporation or association of principals under the same or different names shall not be considered.

1B.6.2 UNBALANCED SUBMISSIONS

Submissions, which are obviously unbalanced, may be rejected at the option of the OWNER.

1B.6.3 RIGHT TO REJECT SUBMISSIONS

The right is reserved to reject any and all submissions in whole or in part if not in compliance with the standardized submission requirements.

1B.6.4 METHOD OF AWARD OF SUBMISSIONS

The right is reserved by the North Hudson Sewerage Authority to award submissions on a “*service by service*” basis, “*per project*” basis, *in part or in whole* as determined by the Owner.

1B.6.5 **RIGHT TO WAIVE INFORMALITIES RESERVED**

The Owner expressly reserves the right to waive any informality in any submission, or to accept the submission, which is the OWNER'S judgment serves its best interests.

1B.7 **PROFESSIONAL SERVICES ENTITY REFERRED TO LAWS**

The attention of the professional services entity is especially directed to the provisions of Federal, State, County and Local Government statutes and regulations that may apply to the work.

1B.8 **PAYMENT**

Payments are processed by the North Hudson Sewerage Authority approximately on the third Thursday day of each month. It is necessary that the approved signed vouchers be accompanied by an invoice and a monthly status report and be submitted in at least one week in advance of these dates.

1B.9 **TRANSITIONAL PERIOD**

In the event that a new contract has not been awarded prior to the contract expiration date, it shall be incumbent upon the professional services entity to continue the contract under the same terms and conditions until a new contract(s) can be completely operational. At no time shall this transition period extend more than ninety (90) days beyond the expiration date of the contract.

1B.10 **FACSIMILE DOCUMENTS PROVIDED IN A SUBMISSION**

Under no circumstances, on submission documents requiring authorized signatures, will the OWNER accept documents provided through facsimile machines.

1B.11 **CONTRACT COMPLIANCE AND EQUAL EMPLOYMENT OPPORTUNITY IN PUBLIC CONTRACTS.**

Professional services entities are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

1B.12 **GENERAL REQUIREMENTS/INFORMATION**

The professional services entity shall guarantee any and all material and services supplied under these specifications. Defective or inferior items shall be replaced at the expense of the professional services entity.

It is understood by the professional services entity that this submission is provided on the basis of standardized submission requirements prepared by North Hudson Sewerage Authority and the fact that any professional services entity is not familiar with these standardized submission requirement or conditions will not be accepted as an excuse.

NO MINIMUM PAYMENT IS IMPLIED OR GUARANTEED.

THE NORTH HUDSON SEWERAGE AUTHORITY reserves the right to cancel any contract entered into upon thirty (30) days written notice.

Contract Term: Pursuant to N.J.S.A. 40A:11-3(b), ...”contracts for professional services pursuant to subparagraph (i) of paragraph (a) subsection (1) of section 5 of P.L. 1971, c.198 (N.J.S.A. 40A:11-5) may be awarded for a period not exceeding twelve (12) consecutive months.”

This solicitation is for one (1) year contract for services, from February 1, 2012 through January 31, 2013.

NORTH HUDSON SEWERAGE AUTHORITY

STANDARDIZED SUBMISSION REQUIREMENTS & SELECTION CRITERIA (FAIR & OPEN PUBLIC SOLICITATION PROCESS FOR PROFESSIONAL SERVICES)

The North Hudson Sewerage Authority is seeking sealed submission in response to a Public Notice for the Solicitation of a Professional Service Contracts.

The standard submission requirements shall include:

1. Names and roles of the individuals who will perform the services/tasks and descriptions of their experience with projects similar to the services contained herein including their education, degrees and certifications.
2. References and record of success of same or similar service.
3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).
4. Cost details, including the hourly rates of each of the individuals who will perform services and time estimates for each individual, all expenses and total cost of “not to exceed” amount.

The selection criteria to be used in awarding contracts shall include:

1. Qualifications of the individuals who will perform the services/tasks and the amounts of their respective participation.
2. Experience and references.
3. Ability to perform the services/tasks in a timely fashion, including staffing and familiarity with the subject matter.
4. Cost consideration - including, but not limited to, historical costs for similar professional services, expertise involved and comparable costs for comparable public entities.

Please Note this Additional Requirement:

Professional services entities shall submit **one (1) original and two (2) additional sets** of their sealed submission, on January 24, 2011.

NORTH HUDSON SEWERAGE AUTHORITY

CHECKLIST

PROFESSIONAL SERVICE TITLE:

SUBMISSION DATE: JANUARY 24, 2012 - MONDAY

The following items, as indicated below (X), shall be provided with the receipt of sealed submissions:

- 1. Non-Collusion Affidavit..... X
- 2. Disclosure of Ownership Form..... X
- 3. Insurance Requirement Acknowledgment Form..... X
- 4. Mandatory Equal Employment Opportunity
Notice Acknowledgment..... X
- 5. Copy of your **Business Registration Certificate** as issued by the
State of New Jersey, Department of Treasury,
Division of Revenue..... X
- 6. Professional Service Entity Information Form..... X
- 7. Qualifications Submission..... X
- 8. Acknowledgment of Corrections, Additions or Deletions Form..... X

Reminder

Please submit one (1) original and two (2) additional sets of the sealed submission.

NORTH HUDSON SEWERAGE AUTHORITY

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that "no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individual who own 10% or more of the stock or interest in the corporation or partnership".

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ONE OF THE FOLLOWING STATEMENTS:

- I. Stockholders or Partners owning 10% or more of the company providing the submission:

Name:

ADDRESS:

SIGNATURE: _____ DATE: _____

- II. No Stockholder or Partner owns 10% or more of the company providing this submission:

SIGNATURE: _____ DATE: _____

- III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: _____ DATE: _____

- IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

_____ Limited Partnership _____ Limited Liability Corporation

_____ Limited Liability Partnership _____ Subchapter S Corporation

SIGNATURE: _____ DATE: _____

NORTH HUDSON SEWERAGE AUTHORITY

INSURANCE REQUIREMENTS AND ACKNOWLEDGMENT FORM

Certificate(s) of Insurance shall be filed with the Executive Director's Office upon award of contract by the North Hudson Sewerage Authority.

The minimum amount of insurance to be carried by the Professional Service Entity shall be as follows:

PROFESSIONAL LIABILITY INSURANCE

Limits shall be a minimum of \$1,000,000.00 for each claim and \$1,000,000.00 aggregate each policy period.

Acknowledgment of Insurance Requirement.

(Signature)

(Date)

(Printed Name and Title)

NORTH HUDSON SEWERAGE AUTHORITY

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY NOTICE
(N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.)

GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

This form is a summary of the successful professional service entity's requirement to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

The successful professional service entity shall submit to the North Hudson Sewerage Authority, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

(a) A photocopy of a valid letter that the vendor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter):

OR

(b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-1.1 et seq.;

OR

(c) A photocopy of an Employee Information Report (Form AA302) provided by the Division of Contract Compliance and distributed to the North Hudson Sewerage Authority to be completed by the vendor in accordance with N.J.A.C. 17:27-1.1 et seq.

The successful professional service entity may obtain the Employee Information Report (AA302) from the during normal business hours.

The undersigned professional service entity certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq. and agrees to furnish the required forms of evidence.

The undersigned professional service entity further understands that his/her submission shall be rejected as non-responsive if said professional service entity fails to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

COMPANY: _____

SIGNATURE: _____ PRINT NAME: _____

TITLE: _____ DATE: _____

NORTH HUDSON SEWERAGE AUTHORITY
PROFESSIONAL SERVICE ENTITY INFORMATION FORM

If the Professional Service Entity is an **INDIVIDUAL**, sign name and give the following information:

Name: _____

Address: _____

Telephone No.: _____ Social Security No.: _____

Fax No.: _____ E-Mail: _____

If individual has a **TRADE NAME**, give such trade name:

Trading As: _____ Telephone No.: _____

If the Professional Service Entity is a **PARTNERSHIP**, give the following information:

Name of Partners: _____

Firm Name: _____

Address: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Social Security No.: _____

Signature of authorized agent: _____

If the Professional Service Entity is **INCORPORATED**, give the following information:

State under whose laws incorporated: _____

Location of principal office: _____

Telephone No.: _____ Federal I.D. No.: _____

Fax No.: _____ E-Mail: _____

Name of agent in charge of said office upon whom notice may be legally served:

Telephone No.: _____ Name of Corporation: _____

Signature: _____ By: _____

Title: _____ Address: _____

NORTH HUDSON SEWERAGE AUTHORITY

SUBMISSION FORM

1. Names and roles of the individuals who will perform the services and description of their education and experience with projects similar to the services contained herein including their education, degree and certifications:

2. References and record of success of same or similar service:

3. Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff):

4. Cost details, including the hourly rates of each of the individuals who will perform services and all expenses:

Note: Attach additional sheets as necessary.

Firm _____ Date: _____

Authorized Representative (Print): _____

Signature: _____ Title: _____

Telephone No.: _____ Fax No.: _____

ACKNOWLEDGMENT OF CORRECTIONS, ADDITIONS AND DELETIONS FORM

I, _____

of the firm _____

hereby acknowledge that any corrections, additions and/or deletions have been initialed and dated in this Submission Package.

(Signature)

(Type or print name of Affined and Title,
under signature)

(Date)

END OF SUBMISSION PACKAGE